

October 1, 2020

RE: COVID-19 Operations Vendor Procedures

Attention Chief Business Officer:

The health and well-being of the greater Tufts community and vendors working for Tufts is our highest priority. Therefore, effective immediately, all vendors coming onto Tufts campus are required to adhere to this Tufts procedure and CDC, DPH and/or WHO recommendations for protecting their personnel and the Tufts community from Coronavirus.

All Vendor & Contractor Visitors

- No vendor/contractor visitors are allowed on campus without the advanced knowledge and permission of Tufts University.
- Using the Tufts Mobile App (found at https://m.tufts.edu/tufts_mobile/) you are required to be cleared for access to campus by completing a series of brief health attestation questions on the morning of your campus visit.
- Vendors are required to provide and ensure their personnel wear PPE's, including facemasks that are to be worn at all times both indoors and out while on campus property.
- To the extent recommended by the CDC, DPH and/ or WHO, vendors are also required to provide and insure the proper use of the following PPE's: eye protection and gloves.
- Social distancing must be adhered to at all times.
- All Tufts University area instructional signage is to be followed.
- Any vendors displaying Coronavirus or other flu type symptoms will be turned away or asked to leave. Anyone who has come in contact with someone with Coronavirus or is otherwise required to be quarantined or isolated will not be allowed on campus.
- If you become aware that any Tufts University faculty, staff, students, agents, consultants or other invitees were identified as a close contact of a confirmed case of Coronavirus in your organization, you must email JumboHealthCenter@marathon-health.com with "Confirmed Case" in the subject line. Tufts will promptly work with your company to notify close contacts of the affected individual(s). This is led by the health department with our assistance. Close contacts will be informed of their risk status and advised specifically as to what (if any) added measures or precautions to take, which may include self-quarantine.
- If the confirmed case within your company did not have contact with a Tufts faculty, staff, students, agents, consultants or other invitees, but was on Tufts campus while having symptoms, email JumboHealthCenter@marathon-health.com to inform the university of this case.

- Your key business contact for Tufts is required to acknowledge and accept by written reply your intended adherence to this procedure prior to your personnel returning to any Tufts campus.
- Privacy: Except to the extent, disclosure is legally permitted or to the extent necessary for the health and safety of Tufts community, Tufts University will take reasonable steps not to disclose the name of the affected individual.

Vendors Coming to Tufts to Perform Work or Services

- In addition to the above requirements for all visitors, those coming on campus to perform work or services must adhere to the following.
- All businesses needing to come on campus to perform work for Facilities Services (all campuses) must call Tufts OCC two (2) business days prior to coming to the campus at 617.627.3496
- Upon arrival at the pre-scheduled time slot on the Medford/Somerville campus and between the hours of 7AM and 4PM, vendors/contractors must first report to Tufts (Medford) OCC at 550 Boston Avenue, Medford or to the TUPD (Tufts Police) Station after 4PM and before 7AM. Medford visitors are only allowed to enter 550 Boston Avenue during their designated appointment time. Visitors will be expected to wait outside of the building until the time of their scheduled appointment. Vendors that arrive late or unannounced will be taken after the completion of all pre-scheduled appointments. Those visiting the Boston or Grafton campuses must first report to the respective campus [TUPD \(Tufts Police\) Station](#).
- When using the Tufts Mobile App (found at https://m.tufts.edu/tufts_mobile/) you are required to complete a series of brief health attestation questions on the morning of your campus visit. Using your smart phone or tablet you must display the Tufts completed attestation invitation at the OCC desk when you arrive. If you are visiting the Boston or Grafton campus, you must display your completed attestation invitation to the TUPD representative.
- If you are doing work on campus for Facilities Services, you are also required to complete the EZMax Mobile training program and use the Tufts EZMax Mobile App to supply all requisite information about your service work. Having this done before arrival at OCC mitigates time spent inside the OCC office. Contact OCC at 617.627.3496 if you require assistance on accessing and using EZMax Mobile.
- **NOTE:** Delivery and shipping vendors are exempted from completing the attestation & EZMax Mobile apps and contacting OCC prior to coming on campus unless you will be entering our buildings in which case you will still need to complete the attestation form and be prepared to display your attestation initiation upon request. All other instruction and PPE requirements must be followed.

- Emergency Work must still be completed in an expedited manor as directed by Tufts. Other than the proper use of PPE, contacting OCC to schedule an arrival time and use of EZMax Mobile (Monday thru Friday, 7AM – 4PM), other visit requirements may be temporally waived, with the exception that: *Any vendors displaying Coronavirus or other flu type symptoms will be turned away or asked to leave. Anyone who has come in contact with someone with Coronavirus or is otherwise required to be quarantined or isolated will not be allowed on campus. Service vendors are still required to provide written work details of their emergency service visit when it occurs outside of the hours noted above. This information should be emailed to Facilities@tufts.edu.*
- Tufts strongly encourages all community members, including vendors and service providers, to receive annual influenza vaccination by December 1.
- Adherence to these policies is a requirement for continued engagement with Tufts for any on- campus work. No other dispensation or accommodation can be made to this policy without the written consent of Tufts University.

Should you have any questions in relation to the above, please feel free to contact a member of our office. For questions on the EZ Max Mobile app, please contact OCC at 617.627.3496

Thank you for your attention to this matter.

Sincerely,

[Bill Thistle](#) | Purchasing Director | 617-627-5660

[Paul Wagner](#) | Sr. Strategic Sourcing Manager | 617-627-3716

[Michelle Rooney](#) | Sr. Strategic Sourcing Specialist | 617-627-3140

[Luke Duffney](#) | Strategic Sourcing Specialist (Energy and Facilities) | 617-627-4555

[Gary Smyrlan](#) | Strategic Sourcing Specialist (Dining and Catering Operations) | 617-627-3596